

Import Collections Booking User Guide
Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing trade finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle trade finance transaction.
- Help users to conveniently create and process trade finance transaction

Overview

OBTFPM is a trade finance middle office platform, which enables bank to streamline the trade finance operations. OBTFPM enables the customers to send request for new trade finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

Benefits

OBTFPM helps banks to manage trade finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all trade finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

Import Collections Booking

This process handles the import document collection. An exporter submits the documents directly to the collecting bank or via the remitting bank to the collecting bank for documentary collection. The collecting bank in turn will handle the documents for collection as instructed by the drawer/remitting bank.

This section contains the following topics:

[Registration](#)

[Data Enrichment](#)

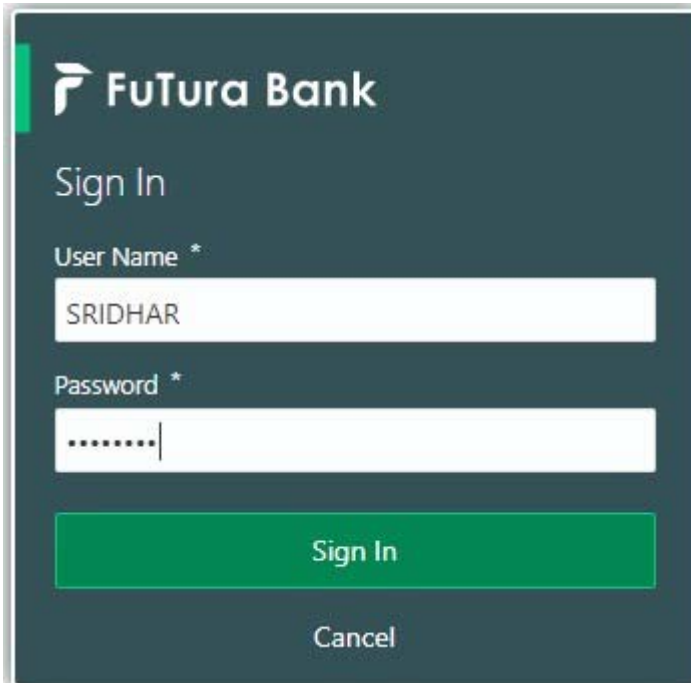
[Multi Level Approval](#)

[Reject Approval](#)

Registration

If the request is approved, the request will be available for an LC expert to handle the request in the next stage.

1. Using the entitled login credentials for the registration stage, login to the OBTFPM application.



The screenshot shows a dark-themed dialog box for FuTura Bank. At the top left is the FuTura Bank logo. Below it is the text "Sign In". There are two input fields: "User Name *" with the text "SRIDHAR" and "Password *" with masked characters ".....". Below the input fields is a green "Sign In" button and a "Cancel" link.

2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The screenshot shows the FuTura Bank Dashboard for user SHUBHAM on 04/13/18. The dashboard contains several widgets:

- Draft Confirmation Pending:** Table with columns Customer Name, Application Date, and Status. Data rows include EMR & CO (25-06-2018, G), NA (25-06-2018, G), and NA (21-06-2018, G).
- Hand-off Failure:** Table with columns Branch, Process Name, and Stage Name. Data row: Bank Futura, NA, Retry HandOf.
- Priority Details:** Table with columns Branch, Process Name, and Stage Name. Data rows include Bank Futura (NA, Amount Blo), Bank Futura (NA, Amount Blo), and 004 (NA, Loan Applic).
- High Value Transactions:** A bubble chart showing transaction values for GBP. The y-axis ranges from -20K to 140K, and the x-axis ranges from -2 to 12.
- SLA Breach Details:** Table with columns Customer Name, SLA Breached(mins), and Priority. Data rows include NA (23474, H, KEERTIV01), HSBC BANK (26667, M, SHUBHAM), WALL MART (23495, SHUBHAM), and EMR & CO (26780, M, GOPINATH01).
- Priority Summary:** Table with columns Branch, Process Name, and Stage Name. Data row: 203, Cucumber Testing, test descrip.
- Hold Transactions:** Table with columns Branch, Process Name, and Stage Name.
- SLA Status:** Cucumber Testing.
- Tasks Detailed:** Cucumber Testing.

3. Click Trade Finance> Import - Documentary Credit> Import Collections - Booking.

The screenshot shows the FuTura Bank navigation menu for user SRIDHAR on Apr 13, 2018. The menu items are:

- Security Management
- Tasks
- Trade Finance
 - Bank Guarantee Advice
 - Bank Guarantee Issua...
 - Export - Documentary...
 - Import - Documentar...
 - Import LC Drawings- ...
 - Import LC Update Dra...
 - Import LC Amendment
 - Import LC Amendmen...
 - Import LC Drawings** (highlighted in red)
 - Import LC Drawings A...
 - Import LC Issuance
 - Import LC Liquidation
- SWIFT 799 Handling
- Virtual Account Manage...

The registration stage has two sections Application Details and Collection Details. Let's look at the details of registration screens below:

Application Details

Free Tasks

FBN UK (GS1)
Feb 1, 2019

SRIDHAR01
subham@gmail.com

Import Documentary Collection Booking

Documents
Remarks

Application Details

Received From Remitting Bank

Submission Mode: Desk

Process Reference Number: GS1IDCBK0024125

Drawee: 000262 EMR & CO

Booking Date: Feb 1, 2019

Remitting Bank Date: Feb 1, 2019

Branch: GS1-FBN UK

Remitting Bank: 000261 HSBCGB11XXX

Priority: Medium

Remitting Bank Reference: 1223

Collection Details

Documents Received: First

Co Acceptance Required:

Tenor: Sight

Contract Reference Number: GS1ISNC190323503

Product Code: ISNC

Bill Amount: GBP £20,000.00

Product Description: INCOMING DOCUMENTARY SIGHT BILL

Drawer: 000263 NESTLE

Hold
Cancel
Save & Close
Submit

Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Received from Remitting Bank/Drawer	<p>Toggle on: Set the toggle on, if documents are received from remitting bank. Applicable fields will be displayed to capture the remitting bank information.</p> <p>Toggle off: Set the toggle off, if the documents are received from drawer. Applicable fields will be displayed to capture the Drawee information.</p>	
Drawee ID	Provide the Drawee ID. Alternatively, user can search the Drawee ID using LOV.	
Drawee Name	Read only field. Drawee Name will be auto-populated based on the selected Drawee from the LOV.	EMR & CO
Branch	Read only field. Branch details will be auto-populated based on the selected Drawee from the LOV.	203-Bank Futura -Branch FZ1
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High

Field	Description	Sample Values
Submission Mode	Select the submission mode of Import Collection - Booking request. By default the submission mode will have the value as 'Desk'. Desk - Request received through Desk Courier - Request received through Courier	Desk
Booking Date	By default, the application will display branch's current date and does not enables the user to change the date to any back date.	04/13/2018
Remitting Bank	Select the remitting Bank. Click the look up icon to search the remitting bank based on Party ID/Party Name. You can also input the party ID and on tab out system will validate and populate the 'Remitting Bank' name.	
Remitting Bank Reference Number	User can enter the reference number provided by the remitting bank.	
Remitting Bank Date	Provide the remitting bank date.	

Collection Details

Registration user can provide collection details in this section. Alternately, collection details can be provided by Scrutiny user.


The screenshot shows the 'Import Documentary Collection Booking' form in the FuTura Bank system. The 'Collection Details' section is highlighted with a red border. The form includes the following fields and values:

- Application Details:**
 - Received From Remitting Bank: 000262 EMR & CO
 - Submission Mode: Desk
 - Process Reference Number: GS11DCBK0024125
 - Drawee: 000262 EMR & CO
 - Booking Date: Feb 1, 2019
 - Remitting Bank Date: Feb 1, 2019
 - Branch: GS1-FBN UK
 - Remitting Bank: 000261 HSBCGB11XXX
 - Priority: Medium
 - Remitting Bank Reference: 1223
- Collection Details (highlighted):**
 - Documents Received: First
 - Tenor: Sight
 - Product Code: ISNC
 - Product Description: INCOMING DOCUMENTARY SIGHT BILL
 - Co Acceptance Required:
 - Contract Reference Number: GS11SNC190323503
 - Bill Amount: GBP £20,000.00
 - Drawer: 000263 NESTLE

Buttons at the bottom: Hold, Cancel, Save & Close, Submit.

Provide the Collection Details based on the description in the following table:

Field	Description	Sample Values
Tenor Type	Select the Tenor Type from the LOV: <ul style="list-style-type: none"> Sight Usance Mixed 	

Field	Description	Sample Values
Document Received	<p>Enables to user to select the number of sets of documents received from the LOV:</p> <ul style="list-style-type: none"> • First • Second • Both 	
Product Code	Select the product code for the collection.	
Product Description	<p>Read only field.</p> <p>This field displays the description of the product as per the product code.</p>	
Contract Reference Number	System to populate contract reference number from the back end system once the product is selected.	
Bill Currency	Select the currency.	
Bill Amount	Provide the bill amount.	
Co-Acceptance Required	<p>Toggle on: Set the toggle on if the co-acceptance is required from remitting bank.</p> <p>Toggle off: See the toggle off is the co-acceptance is not required from the remitting bank.</p> <div style="text-align: center;">  <p>Note</p> <p>This field is not applicable if the documents are directly received from the drawer.</p> </div>	
Drawer	Select the drawer from the LOV.	
Drawer Name	<p>Read only field.</p> <p>This field displays the description of the drawer name as per the drawer ID.</p>	

Miscellaneous

Free Tasks

FBN UK (GS1)
Feb 1, 2019

SRIDHAR01
subham@gmail.com

Documents
Remarks

Application Details

Received From Remitting Bank <input type="checkbox"/>	Drawee * 000262 EMR & CO	Branch GS1-FBN UK	Priority Medium
Submission Mode Desk	Booking Date * Feb 1, 2019	Remitting Bank * 000261 HSBCGB11XXX	Remitting Bank Reference * 1223
Process Reference Number GS1IDCBK0024125	Remitting Bank Date * Feb 1, 2019		

Collection Details

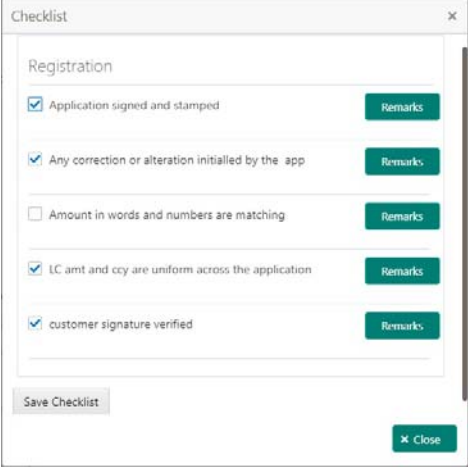
Documents Received First	Tenor Sight	Product Code * ISNC	Product Description INCOMING DOCUMENTARY SIGHT BILL
Co Acceptance Required <input type="checkbox"/>	Contract Reference Number GS1ISNC190323503	Bill Amount GBP £20,000.00	Drawer * 000263 NESTLE

Hold
Cancel
Save & Close
Submit

Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the documents received under the LC.	
Remarks	Provide any additional information regarding the collection. This information can be viewed by other users processing the request.	

Action Buttons		
Submit	On submit, task will get moved to next logical stage of Import Collections - Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancels the Import Collections - Booking Registration stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	

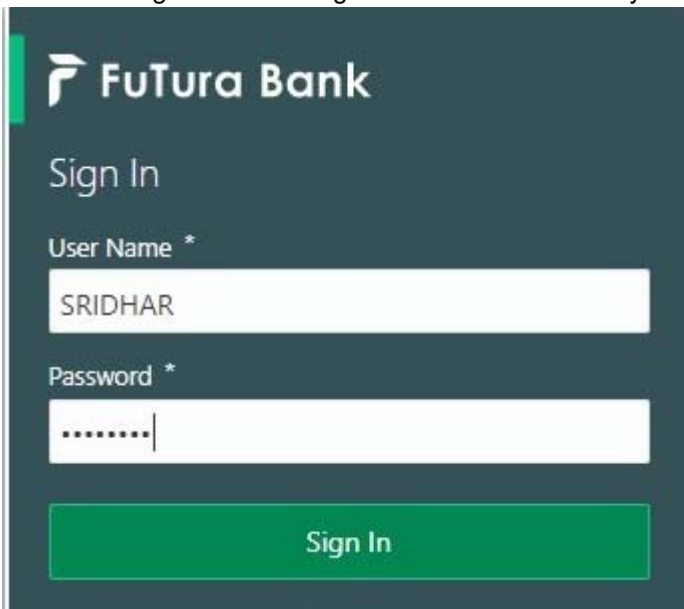
Field	Description	Sample Values
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p> 	

Data Enrichment

As part of data enrichment, user can enter/update details of the Import Collections - Booking.

Do the following steps to acquire a task at Data enrichment stage:

1. Using the entitled login credentials for scrutiny stage, login to the OBTFPM application.



2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The dashboard displays several widgets for user SHUBHAM on 04/13/18:

- Draft Confirmation Pending:** Table with columns Customer Name, Application Date, and Status. Rows include EMR & CO (25-06-2018), NA (25-06-2018), and NA (21-06-2018).
- Hand-off Failure:** Table with columns Branch, Process Name, and Stage Name. Row: Bank Futura, NA, Retry HandOf.
- Priority Details:** Table with columns Branch, Process Name, and Stage Name. Rows: Bank Futura, NA, Amount Blo; Bank Futura, NA, Amount Blo; 004, NA, Loan Applic.
- High Value Transactions:** A bubble chart showing transaction values for GBP.
- SLA Breach Details:** Table with columns Customer Name, SLA Breached(mins), and Priority. Rows: NA (23474, H, KEERTIV01), HSBC BANK (26667, M, SHUBHAM), WALL MART (23495, SHUBHAM), EMR & CO (26780, M, GOPINATH01).
- Priority Summary:** Table with columns Branch, Process Name, and Stage Name. Row: 203, Cucumber Testing, test descrip.
- Hold Transactions:** Table with columns Branch, Process Name, and Stage Name.
- SLA Status:** Cucumber Testing.
- Tasks Detailed:** Cucumber Testing.

3. Click Trade Finance> Tasks> Free Tasks.

The Free Tasks page shows a list of tasks for user SRIDHAR01 on Feb 1, 2019:

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1IDCBK0024125	GS1	000262	£20,000.00	Import Documentary- Booki...	Data Enrichment
Acquire & Edit		203ILCDR0024110	203	000262	\$10,000.00	Import LC Drawing	Registration
Acquire & Edit		GS1ILCDR0024105	GS1	000264	£1,245.00	Import LC Drawing	Registration
Acquire & Edit	M	GS1ELCDR0023858	GS1	000262	£0.00	Export LC Drawing	Data Enrichment
Acquire & Edit	M	GS1ELCAM0024025	GS1	000262	£1,000.00	Export LC Amendment	Release Earmark Exception Appro...
Acquire & Edit	M	GS1ELCAM0024025	GS1	000262	£1,000.00	Export LC Amendment	Release Amount Block Exception ...

Page 1 of 1 (1-10 of 10 items) | Previous 1 - 10 of 3238 records Next

4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks** tab.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1IDCBK0024125	GS1	000262	£20,000.00	Import Documentary- Bo...	Data Enrichment
Acquire & Edit		203ILCDR0024110	203	000262	\$10,000.00	Import LC Drawing	Registration
Acquire & Edit		GS1ILCDR0024105	GS1	000264	£1,245.00	Import LC Drawing	Registration
Acquire & Edit	M	GS1ELCDR0023858	GS1	000262	£0.00	Export LC Drawing	Data Enrichment
Acquire & Edit	M	GS1ELCAM0024025	GS1	000262	£1,000.00	Export LC Amendment	Release Earmark Exception Appro...
Acquire & Edit	M	GS1ELCAM0024025	GS1	000262	£1,000.00	Export LC Amendment	Release Amount Block Exception ...

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for data enrichment stage.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Edit	M	GS1IDCBK0024125	GS1	000262	£20,000.00	Import Documentary- Booking	Data Enrichment
Edit		GS1ILCDR0024000	GS1	000262	£11,000.00	Import LC Drawing	Registration

The Data Enrichment stage has five sections as follows:

- Main Details
- Document Details
- Shipment Details
- Maturity Details
- Additional Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Scrutiny may not be editable.

Main Details

Main details section has two sub section as follows:

- Application Details
- Collection Details

Application Details

All fields displayed under Basic details section, would be read only except for the **Priority**. Refer to [Application Details](#) for more information of the fields.

Following field can be amended based on the description provided in the following table:

Field	Description	Sample Values
Priority	User can change the priority defaulted' Values are High, Medium and Low.	High

Collection Details

The fields listed under this section are same as the fields listed under the [Collection Details](#) section in [Registration](#). Refer to [Collection Details](#) for more information of the fields. During registration, if user has not captured input, then user can capture the details in this section.

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import Collections - Booking.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs.</p>	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>Click Next to move to next logical step in Data Enrichment stage.</p>	

Document Details

This section enables the user to capture the details of the documents received.

Select	Document Code	Documents Description	Document Reference	Copy	Original
<input type="checkbox"/>	AIRDOC	CLEAN AIR WAYBILLS CONSIGNED TO APPLIC		3	3/3
<input type="checkbox"/>	INSDOC	INSURANCE POLICYCERTIFICATE ISSUED FOR 1		2	1/2
<input type="checkbox"/>	INVDOC	COMMERCIAL INVOICE, DULY SIGNED AND ST		2	2/6
<input type="checkbox"/>	BOL	CLEAN SEA WAYBILLS CONSIGNED TO APPLIC		2	2/4

Capture the information based on the description in the following table:

Field	Description	Sample Values
S.No	Provide the serial number for the entry.	
Document Code	System will default the document codes based on the product selected. User can add or delete the code by deleting the line on the grid.	
Document Description	System will populate the document description based on the document code. User can edit the description.	
Received - Original	System will populate the originals as maintained for the product. User can edit the actual originals received.	
Received - Copy	System will populate the received copies based on the product maintenance. User can edit the actual copies received.	
Document Reference	Enables the user to capture the document reference.	

Action Buttons

Use action buttons based on the description in the following table:



Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import Collections - Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	The details provided will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none">• R1- Documents missing• R2- Signature Missing• R3- Input Error• R4- Insufficient Balance/Limits• R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Data Enrichment stage.	



Shipment Details

User must check whether the received documents of goods and shipment matches the requirement in LC.

Shipment Details

Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
Date Of Shipment	Provide the date of loading on board/dispatch/ taking in charge.	
Place Of Taking In Charge	<p>This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <p>Provide the details of place of taking in charge.</p> <p> Note This field is alternate to Port Of Loading. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Port Of Loading	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Provide the details of Port/Airport of Loading.</p> <p> Note This field is alternate to Place Of Taking In Charge. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	

Field	Description	Sample Values
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Provide the details of Port/Airport of Discharge.</p>  <p>Note This field is alternate to Place Of Final Destination. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Place Of Final Delivery	<p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p>Provide the details of Place Of Final Destination.</p>  <p>Note This field is alternate to Port Of Discharge. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Carrier Name	Provide the name of the carrier through which the goods were shipped.	
Shipping Agent	Provide the shipping agent name from the document received.	
Shipping Agent Address	Provide the name of the second carrier, if more than one carrier is used for the shipment.	

Goods Details

Provide the Shipment Details based on the description in the following table:

Futura Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01
subham@gmail.com
 Import Documentary- Booking - Data Enrichment :: Application No: GS1IDCBK0024125 Documents Remarks Screen (3 / 6)

Shipment Details
 Transshipment: NOT ALLOWED Partial Shipments: NOT ALLOWED Date of Shipment: May 1, 2019 Place of Taking in Charge: LONDON
 Port of Loading: Port of Discharge: NEWYORK Place of Final Delivery: TEXAS Carrier Name: BLUE DART
 Shipping Agent: Shipping Agent Address:

INCO Terms
 Cost, Insurance and Freight (named destination ...
 45A Description of Goods and/or Services

Goods Code	Goods Type	Goods Description	Actions
<input type="checkbox"/> COTTON	Allowed Freely	Import of POLO T-Shirts as per purchase order dated 1stAug	
<input type="checkbox"/> ROLLINGCHAIR	Allowed Freely	Import of office chairs	
<input checked="" type="checkbox"/> MACHINE1	Allowed Freely	Import of Textile Machinery	

Country of Origin: Insurance Company: Insurance Company Address:

Multimodal/ Transshipment details

Carrier Name	Port
<input checked="" type="checkbox"/> Blue Dart	New York
<input type="checkbox"/> Blue Dart	Wales

Reject Hold Cancel Save & Close Back Next

Field	Description	Sample Values
INCO Terms	Online Channel - Read only. Non Online Channel - Select the appropriate INCO terms.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	
Country of Origin	Provide the country of origin details as per the documents received.	
Insurance Company	Provide the insurance company details as per the documents received.	

Field	Description	Sample Values
Insurance Company Address	Provide the insurance address as per the documents received.	

Multimodal/Transshipment Details

During shipment, if goods are shipped using multiple ships on its way or any transit ports, the details must be captured in this section.

Import Documentary- Booking - Data Enrichment :: Application No: GS1IDCBK0024125

Screen (3 / 6)

Shipment Details

Transshipment: NOT ALLOWED | Partial Shipments: NOT ALLOWED | Date of Shipment: May 1, 2019 | Place of Taking in Charge: LONDON

Port of Loading: | Port of Discharge: NEWYORK | Place of Final Delivery: TEXAS | Carrier Name: BLUE DART

Shipping Agent: | Shipping Agent Address:

INCO Terms: Cost, Insurance and Freight (named destination ...)

45A Description of Goods and/or Services

Goods Code	Goods Type	Goods Description	Actions
<input type="checkbox"/> COTTON	Allowed Freely	Import of POLO T-Shirts as per purchase order dated 1stAug	
<input type="checkbox"/> ROLLNGCHAIR	Allowed Freely	Import of office chairs	
<input checked="" type="checkbox"/> MACHINE1	Allowed Freely	Import of Textile Machinery	

Country of Origin: | Insurance Company: | Insurance Company Address:

Multimodal/ Transshipment details

Carrier Name	Port
<input type="checkbox"/> Blue Dart	New York
<input type="checkbox"/> Blue Dart	Wales

Buttons: Reject, Hold, Cancel, Save & Close, Back, Next

Field	Description	Sample Values
Carrier Name	Provide the details of the carrier as per the documents received, if the goods got shipped via multiple carriers.	
Port	Provide the port details as per the document received, if the ship has transit on its way to the destination.	

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	On successful submission, task moves to next logical stage of Import Collection - Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Import Collection - Booking data enrichment stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Data Enrichment stage.	

Maturity Details

This field displays the maturity details and this tile will be disabled, if the tenor for the drawing is 'Sight'.

Provide the maturity details based on the description in the following table:

Field	Description	Sample Values
Tenor Type	Read only field. This field displays the tenor type as per LC.	
Tenor Basis	Provide the tenor basis.	
Tenor Days	Provide the tenor days.	
Start Date	Provide the start date of the tenor.	
Transit Days	Provide the transit days, if applicable.	
Maturity date	System displays the due date for the drawing based on tenor and tenor basis. If tenor is sight, system will calculate the maturity date as 5 working days from document Received date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date. If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
Interest Amount	Provide the interest amount for the LC value as per the tenor basis.	
Usance Interest Rate	Provide the usance interest rate.	
Usance Interest Amount	Provide the usance interest amount for the LC value as per the tenor basis.	

In case of multi tenor, user can provide multiple maturity details by clicking the plus icon.

Field	Description	Sample Values
Interest from Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.	
Interest to Date	Maturity date is auto-populated in this filed.	
Accept Commission From Date	Provide the accept commission from date.	
Accept Commission To Date	Provide the accept commission to date.	

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	On successful submission, task moves to next logical stage of Import Collections - Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Import Collections - Booking data enrichment stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Data Enrichment stage.	

Additional Details

Futura Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01
subham@gmail.com

Import Documentary- Booking - Data Enrichment :: Application No: GS1IDCBK0024125
 Documents Remarks Info Close

Main Details
Document Details
Shipment Details
Maturity Details
Additional Details
Summary

Additional Details

Charge Details

Charge :
Commission :
Tax :
Block Status :

Language :
Preview Message : -

Screen (5 / 6)

Reject Hold Cancel Save & Close Back Next

Charge Details

This section displays charge details:

Charge Details

Recalculate Redefault

Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURISS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017
LCSWIFTIS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017
OTHBNKCHG	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017

Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
-----------	------	----------	--------	----------	-------	-------

Save & Close Cancel

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	

Field	Description	Sample Values
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
Waive	If charges have to be waived, this check box has to be selected. Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

This section displays the commission details:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	This field displays the commission component.	
Rate	Defaults from product.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If check box is selected, charges/commissions has to be deferred and collected at any future step.	

Field	Description	Sample Values
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.

This section displays the tax details:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

Preview Message

User can preview the simulating message to the remitting bank.

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import Collections - Booking.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request</p>	
Cancel	<p>Cancel the Data Enrichment stage inputs.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>Click Next to move to next logical step in Data Enrichment stage.</p>	

Summary

User can review the summary of details updated in Data Enrichment stage Import Collection - Booking request.

Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Party Details - User can view party details like applicant, advising bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import Collection - Booking. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	

Field	Description	Sample Values
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others. Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

Multi Level Approval

Log in into OBTFPM application and open the task to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

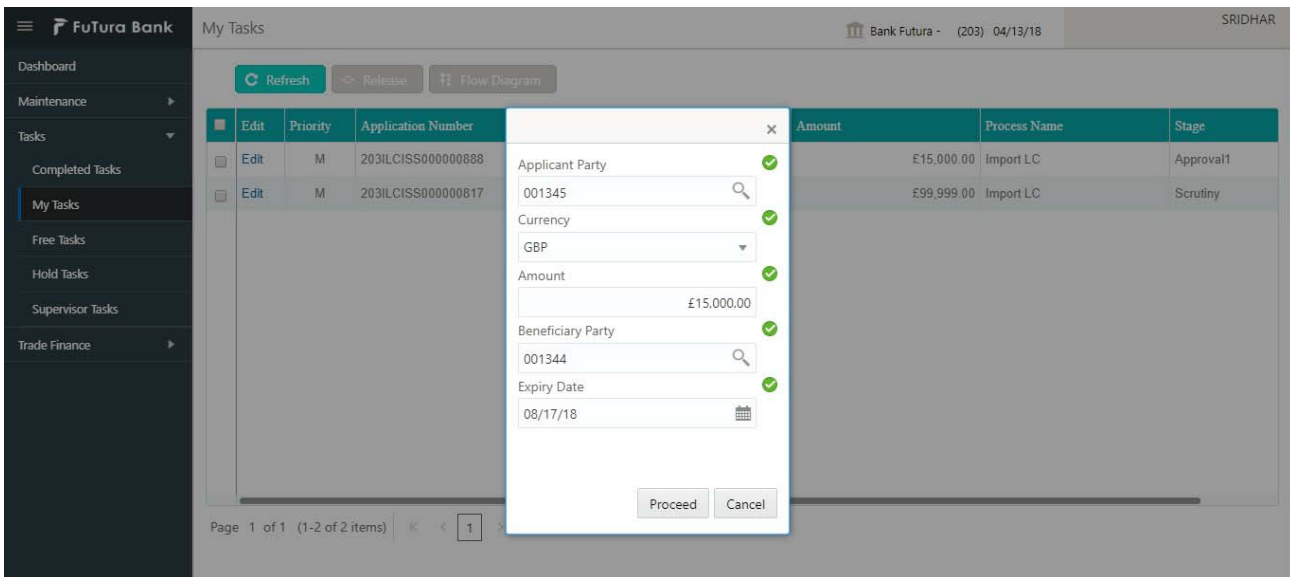
Authorization Re-Key

Application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Drawee Name
- Drawer Name
- Bill Currency
- Bill Amount

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able to see the summary tiles and the details in the screen by drill down from tiles.



Summary

Application :- 203ILCAM0017597

Category	Field	Value
Main Details	Form Of LC	REVOCABLE
	Submission Mode	Desk
	Date Of Issue	4/13/2018
	Date Of Expiry	7/19/2018
Party Details	Applicant	XXX
	Beneficiary	XXX
	Advising Bank	XXX
Availability & Shipment	Available With	YOUR SELVES
	Available By	By Payment
	Port Of Loading	
	Port Of Discharge	Chennai
Payments	Period Of Present	
	Confirmation Instr.	CONFIRM
	Advise Through Bank	
Amendment Details	Amount	20000
	Currency	GBP
	Date Of Expiry	7/19/2018
	Place Of Expiry	London
Documents & Condition	Document 1	BOL
	Document 2	MARDOC
	Document 3	INSDOC
Limits & Collaterals	Limit Currency	GBP
	Limit Contribution	20000
	Limit Status	Available
	Collateral Currency	GBP
	Collateral Contribution	2000
Charge Details	Charge	GBP 50
	Commission	
	Tax	
Revolving Details	Revolving	No
	Revolving In	
	Revolving Frequency	
Preview Messages	Confirm. Required	Yes
	Confirm. Response	
	Response Date	
Compliance	KYC	Verified
	Sanctions	Verified
	AML	Verified

Buttons: Reject, Hold, Refer, Cancel, Approve

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Party Details - User can view party details like applicant, advising bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance/Limits ● R5 - Others. <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> ● R1- Documents missing ● R2- Signature Missing ● R3- Input Error ● R4- Insufficient Balance- Limits ● R5 - Others 	
Cancel	Cancel the approval.	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>	

Reject Approval

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import Collections - Booking in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The tile containing the screen from where the reject was triggered will be highlighted in red.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

Application Details

The application details data segment have values for requests received from both non-online and online channels.

Summary

The data captured during handling of the transaction until the stage when reject is given will be available in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view details about application details and LC details.
- Party Details - User can view party details like applicant, advising bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	

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References

For more information on any related features, you can refer to the following documents:

- Getting Started User Guide
- Common Core User Guide

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